

# **APPLICATION PACKET**



## **AIR QUALITY CONTROL**

### **GENERAL PERMIT**

#### **FOR**

### **DRY CLEANING FACILITIES**

**Arizona Department Of Environmental Quality**

**Air Quality Division**

**NOTE:** If your dry cleaning facility is located in one of the following counties, please contact the respective Air Quality Control Districts **before** filing this application for any additional requirements.

**MARICOPA COUNTY**

**Maricopa County Air Quality Department  
1001 N. Central Avenue  
Phoenix, Arizona 85004  
(602)-506-6010**

**PIMA COUNTY**

**Pima County Department of Environmental Quality  
150 West Congress Street  
Tucson, Arizona 85701-1332  
(520)-740-3340**

**PINAL COUNTY**

**Pinal County Air Quality  
P.O. Box 987  
Florence, Arizona 85232  
(520)-866-6929**

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## **I. INTRODUCTION**

This manual has been developed specifically for applicants applying for coverage under the Dry Cleaner General Permit. However, this manual is not intended as a substitute for the Arizona Air Quality Regulations.

The applicant shall read all sections of this manual very carefully and provide all necessary information requested. The final application submitted should include the forms in Section III: General Permit Application Forms of this packet and necessary attachments (i.e., process description, process flow diagram, etc.). Additional copies of the forms may be made as necessary.

If you need assistance in completing this Form, please contact the Arizona Department of Environmental, Air Quality Division, Permit Section at (602) 771-2338 or toll free in Arizona at 800-234-5677 Ext. 771-2338. This is a free service.

### **A. APPLICABILITY**

1. The Dry Cleaner General Permit, hereafter referred to as General Permit covers dry cleaning facilities that are subject to Federal, State and/or County Regulations. The General Permit covers only those dry cleaning facilities which use *perchloroethylene (PERC)* as the cleaning solvent.
2. This General Permit covers dry cleaning facilities with the following machines and annual PERC consumption of:  
  
Dry-to-Dry only with PERC consumption of less than or equal to 2100 gallons per year  
Transfer Machine with PERC consumption of less than or equal to 1800 gallons per year  
Combination of dry-to-dry and transfer unit(s) with PERC consumption of less than or equal to 1800 gallons per year.
3. Facilities which have an annual PERC consumption greater than that specified in paragraph 2 of this section (above), constitutes a MAJOR SOURCE, and shall obtain an individual permit from the Arizona Department of Environmental Quality (ADEQ).

### **B. AUTHORIZATION TO OPERATE**

If the applicant meets the criteria for coverage under this General Permit as specified in section A above, an Authorization To Operate (ATO) will be issued to the dry cleaning facility.

### **C. JURISDICTION**

1. Pursuant to A.R.S. §49-480, the Air Quality Control Districts(AQCD) of Pima, and Pinal County may administer, inspect, and enforce the General Permit and issue ATOs for sources under their jurisdiction.
2. If the applicant has any questions regarding jurisdictional issues, please contact the Air Quality Division of ADEQ at (602) 771-2316.

### **D. PERMIT ISSUANCE TIME FRAME**

According to A.A.C. R18-1-525, ADEQ has 21 business days to determine if the submitted general permit application is complete. Once the application is determined to be complete, the department has 103 business days to make a licensing decision on the application. The counting of the days can be suspended by the Department upon the determination that additional information is needed. In such a case, a letter will be sent to the applicant informing them that the counting of days has been suspended, and will also specify what additional information is necessary to continue processing the application.

## E. FORMS

Section III: General Permit Application Forms includes the standard application form and all other necessary forms required to be submitted to the Department by the owner or operator of a dry cleaning facility.

## II. APPLICATION INSTRUCTIONS

### STEP 1: Standard Application Form

Arizona Administrative Code, Title 18, Chapter 2, section 304 requires applicants to submit the STANDARD APPLICATION FORM (FORM 1) and all information required by the FILING INSTRUCTIONS as shown in Section III: General Permit Application Forms. Instructions for completing the FORM 1 are as follows:

- A. Items #1 through #4: Complete Permit to be issued to, Mailing Address, Previous Company Name (if applicable), Name of Owner/Principals and Phone, Fax and Email of Owner/Principals.
- B. Item #5: Enter name and contact information of Owner's Agent if another individual/company will be submitting the general permit application on the owner's behalf.
- C. Item #6: The Plant/Site Manager or Contact Person shall be the person the ADEQ may contact for any additional information.
- D. Item #7: Specify the name and location of the plant. The township/range/section may be substituted for latitude/longitude coordinates which are specified in degrees, minutes and seconds.
- E. Item #8, the "Equipment Name/Purpose and Equipment List/Description" should describe what is produced at the plant. The Equipment List/Description can be referenced to Form 3.
- F. Item #9: If the "other" box is checked, please be specific as to what the organization is.
- G. Item #10: asks for the Permit Application Basis which indicates what type of permit is necessary.
  - 1. If the equipment has never been permitted, then the boxes titled "New Source" and "General Permit" should be checked.
  - 2. If the equipment is already permitted under an individual permit and you are applying for coverage under the General Permit, then the boxes titled "Renewal of Existing Permit" and "General Permit" should be checked and the current permit number must be included on the line titled "For renewal or modification, include existing permit number".
  - 3. If you have a group of equipment covered by the General Permit and you are adding additional equipment, then the boxes titled "Revision" and "General Permit" should be checked and the current General Permit Number(s) must be included on the line titled "For renewal or modification, include existing permit number".
  - 4. If the equipment is portable, then the box titled "Portable Source" should be checked.
  - 5. For new sources the "Date of Commencement of Construction or Modification" is the expected date that construction will begin. For existing sources this date need not be defined.
  - 6. If there is any chance that the equipment will be leased out, answer "yes" in the appropriate box.
  - 7. The Standard Industrial Classification Code for dry cleaning plants is **7216**. State Permit Class shall be **Class II**

- H. Items #11 and #12: The "Responsible Official" is the owner or a partner of the company in most cases. It may also be the president or vice-president of larger companies. This official will ensure that the information submitted in the application is correct and that the requirements of the permit are followed. If there is a question as to who the responsible official is, contact ADEQ for more information.

### **STEP 2: Emission Calculations**

Perchloroethylene Emissions:

The perchloroethylene (PERC) emission calculations are based on the amount of PERC purchased in the previous 12 months. Table 1 in FORM #2 can be used to record the monthly purchase and calculate the total amount of PERC purchased in the previous 12 months. An example is provided in Table 1A. The applicant must then determine the source category of the facility from Form 2A.

### **STEP 3: Equipment List**

- A. ADEQ needs to be able to identify all pieces of equipment covered under the General Permit. Use Form #3 of Section III: General Permit Application Forms to provide a list of all pieces of equipment to be permitted including control equipment and boilers (make additional copies if necessary).  
**The list should include not only the type of equipment, but also the make, model, maximum rated capacity, serial number, manufacture date, and equipment identification number (if available) of each piece of equipment.**
- B. In case the equipment is yet to be purchased at the time of application, the serial number need not be listed, but an equipment identification number will be required. The equipment identification number must be clearly stenciled on each piece of equipment to be permitted after such equipments are purchased.

### **STEP 4: Compliance Plan/Certification**

A compliance plan/certification must be submitted by all applicants. Form #4 can be used to submit a complete compliance plan/certification.

### **STEP 5: Process Description**

Include a process description and a process flow diagram. A process description is a brief description of the material flow process. This includes a description of how the fabrics are dry cleaned, how the PERC solvent is received, stored, handled and recovered.

### **STEP 6: Filing Instructions**

1. An Application Fee of \$500 must be submitted by all applicants. Please make your check or money order payable to ADEQ. The Application Fee must accompany each application submittal.
2. Please mail FORMS 1 through 4 of the application packet, the process description and the \$500 Application Fee to the following address:

Arizona Department Of Environmental Quality  
Air Quality Division  
1110 West Washington  
Phoenix, Arizona 85007

3. Please remember to make photo copies of FORMS 1 through 4 of the application packet and the process description before mailing.
4. Pages 1 through 6 of the application packet should be kept by the applicant for reference purposes.

### **III. General Permit Application Forms**

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**FORM 1: STANDARD PERMIT APPLICATION FORM**  
**ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**Air Quality Division**  
**1110 West Washington St ♦ Phoenix, AZ 85007 ♦ Phone: (602) 771-2338**

# STANDARD PERMIT APPLICATION FORM

(As required by A.R.S. § 49-426, and Chapter 2, Article 3, Arizona Administrative Code)

1. Permit to be issued to: (Business license name of organization that is to receive permit) \_\_\_\_\_  
\_\_\_\_\_
2. Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_
3. Previous Company Name: (if applicable) \_\_\_\_\_
4. Name (or names) of Owners/Principals: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
5. Name of Owner's Agent: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
6. Plant/Site Manager or Contact Person/Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
7. Proposed Plant Name: \_\_\_\_\_  
Proposed Plant Location/Address: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Indian Reservation (if applicable): \_\_\_\_\_  
Latitude/Longitude, Elevation: \_\_\_\_\_
8. Equipment Name/Purpose: \_\_\_\_\_  
Equipment List/Description: \_\_\_\_\_  
\_\_\_\_\_
9. Type of Organization:  
☐ Corporation                      ☐ Individual Owner  
☐ Partnership                      ☐ Government Entity (Government Facility Code: \_\_\_\_\_)  
☐ Other \_\_\_\_\_
10. Permit Application Basis:              ☐ New Source    ☐ Revision                      ☐ Renewal of Existing Permit  
(Check all that apply.)                      ☐ Portable Source              ☐ General Permit  
For renewal or modification, include existing permit number (and exp. date): \_\_\_\_\_  
Date of Commencement of Construction or Modification: \_\_\_\_\_  
Is **any** of the equipment to be leased to another individual or entity?                      ☐ Yes    ☐ No  
Standard Industrial Classification Code: 7216 State Permit Class: II
11. Signature of Responsible Official of Organization: \_\_\_\_\_  
Official Title of Signer: \_\_\_\_\_
12. Typed or Printed Name of Signer: \_\_\_\_\_  
Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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**TABLE 1A  
EXAMPLE**

| <b>MONTH</b>   | <b>PERC QUANTITY<br/>PURCHASED (gallons)</b> | <b>12 MONTH PERIOD<br/>FROM / TO</b> | <b>12 MONTH<br/>TOTAL<br/>(gallons)</b> |
|----------------|--|--------------------------------------|---|
| December 2004  | 50   | -                                    | -                                       |
| January 2005   | 20   | -                                    | -                                       |
| February 2005  | 0  | -                                    | -                                       |
| March 2005     | 25   | -                                    | -                                       |
| April 2005     | 50   | -                                    | -                                       |
| May 2005       | 40   | -                                    | -                                       |
| June 2005      | 0  | -                                    | -                                       |
| July 2005      | 0  | -                                    | -                                       |
| August 2005    | 20   | -                                    | -                                       |
| September 2005 | 30   | -                                    | -                                       |
| October 2005   | 40   | -                                    | -                                       |
| November 2005  | 0  | -                                    | -                                       |
| December 2005  | 40   | 12/2004 - 11/2005                    | 275                                     |
| January 2006   | 0  | 1/2005 - 12/2005                     | 265                                     |
| February 2006  | 50   | 02/2005 - 1/2006                     | 245                                     |
| March 2006     | 50   | 03/2005 - 02/2006                    | 295                                     |
| April 2006     | 50   | 04/2005 - 03/2006                    | 320                                     |
| May 2006       | 60   | 05/2005 - 04/2006                    | 320                                     |
| June 2006      | 30   | 06/2005 - 05/2006                    | 340                                     |
| July 2006      | 0  | 07/2005 - 06/2006                    | 370                                     |
| August 2006    | 20   | 08/2005 - 07/2006                    | 370                                     |
| September 2006 | 20   | 09/2005 - 08/2006                    | 370                                     |
| October 2006   | 25   | 10/2005 - 09/2006                    | 360                                     |
| November 2006  | 25   | 11/2005 - 10/2006                    | 345                                     |

In December 2005, the total PERC purchased over the previous twelve month period (12/2004 to 11/2005) will be as follows: 50+20+0+25+50+40+0+0+20+30+40+0 = 275 gallons per year.

## FORM 2A: SOURCE CATEGORY

Depending on the highest annual PERC consumption determined in the previous twelve months, the applicant shall then determine the source category and type of pollution control equipment required from the following Table. Only Small Area Source and Large Area Sources will be covered under this General Permit. Major sources shall obtain an individual permit from the Arizona Department of Environmental Quality.

| Applicability   | Small Area Source  | Large Area Source  |
|---|--|--|
| <b>EXISTING Dry Cleaning Facilities (Machines installed before 12/9/91)</b>                                       |  |  |
| (1) Only Dry-to-Dry Machines<br>(2) Only Transfer Machines<br>(3) Combination of Dry-to-Dry and Transfer Machines | <u>Consuming less than:</u><br><br>140 gallons PERC per year<br>200 gallons PERC per year<br>140 gallons PERC per year | <u>Consuming:</u><br><br>140 to less than 2100 gallons PERC per year<br>200 to less than 1800 gallons PERC per year<br>140 to less than 1800 gallons PERC per year |
| Required Process Vent Controls  | None   | Refrigerated Condenser (or equivalent) or Existing carbon adsorber can remain  |
| <b>NEW Dry Cleaning Facilities (Machines installed after 12/9/91)</b>   |  |  |
| Only Dry-to-Dry Machines  | <u>Consuming less than:</u><br><br>140 gallons PERC per year   | <u>Consuming:</u><br><br>140 to less than 2100 gallons PERC per year   |
| Required Process Vent Controls  | Refrigerated Condenser (or equivalent device)  |  |

Based on the information provided in Form 2, my facility classifies as

- \_\_\_\_\_ Existing Small Area Source
- \_\_\_\_\_ Existing Large Area Source
- \_\_\_\_\_ New Small Area Source
- \_\_\_\_\_ New Large Area Source

### FORM 3: EQUIPMENT LIST

List all dry cleaning machines and associated equipment at your facility.

| Type | Make | Model | Serial Number | Date of Manufacture |
|------|------|-------|---------------|---------------------|
| 1.   |      |       |               |                     |
| 2.   |      |       |               |                     |
| 3.   |      |       |               |                     |
| 4.   |      |       |               |                     |
| 5.   |      |       |               |                     |
| 6.   |      |       |               |                     |
| 7.   |      |       |               |                     |

List all control equipment installed at your dry cleaning facility:

| Type of Control Equipment | Date of Installation Purchased | Make | Model | Serial Number |
|---------------------------|--------------------------------|------|-------|---------------|
| 1.                        |                                |      |       |               |
| 2.                        |                                |      |       |               |
| 3.                        |                                |      |       |               |
| 4.                        |                                |      |       |               |
| 5.                        |                                |      |       |               |

## FORM 4: COMPLIANCE CERTIFICATION

1. Applicant hereby affirms that it is in compliance with all applicable requirements of the General Permit and will continue to comply with such requirements.
2. For any additional applicable requirements that become effective during the term of the General Permit, Applicant affirms that it will meet such requirements on a timely basis.
3. The Applicant hereby affirms that it will submit the compliance certification each year on January 31. The compliance certification shall describe the compliance status of the source with respect to each general permit condition and the methods used for determining the compliance status.
4. Applicant hereby affirms that the facility will be operated according to the manufacture's specifications and recommendations.

### *Certification of Compliance*

6. This certification must be signed by a Responsible Official. Applications without a signed certification will be deemed incomplete.
7. I certify that I have knowledge of the facts herein set forth and in this application, that the same are true, accurate and complete to the best of my knowledge and belief, and that all information shall be treated by the Arizona Department of Environmental Quality as public record. I further state that I will assume responsibility for the construction, modification, or operation of the source in accordance with the Arizona Administrative Code, Title 18, Chapter 2 and the Dry Cleaning General Permit.

Company Name (Print/Type): \_\_\_\_\_

Name (Print/Type): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FORM 5: FEE SUMMARY**

**SOURCE**

**GENERAL PERMIT**

**CLASS II**

**TITLE V**

**NON - TITLE V**

**ANNUAL ADMINISTRATIVE FEE**

Small Source: \$540  
All Other Sources: \$3,250

**ANNUAL INSPECTION FEE**

Gasoline Service Stations: \$540  
Crematoriums: \$1,080  
All Others: \$2,170

APPLICATION  
FEE \$500

APPLICATION  
FEE \$500

There is no fee for transfers, administrative amendments, or facility change notices that do not require a permit revision.  
Administrative and Inspection fees are due each year no later than February 1 of each year.  
Information for this table was taken from A.A.C. R18-2-511